

Request Number _____

TOWN OF DAVIE
REQUEST FOR PUBLIC RECORDS

Every effort will be made to retrieve records in a reasonable manner; however, the Town of Davie's inactive records are stored at an off-site storage facility and may need to be retrieved. Costs shall be prepaid to the Town as allowed by Florida State Statutes 119.07 (see attached list of fees).

NAME _____ DATE OF REQUEST _____

FIRM _____ PHONE NUMBER _____

ADDRESS _____ CITY/STATE/ZIP _____

I am requesting to examine ____ or be provided with copies ____ of the following records:

Description of Request (please be specific): _____

Costs are only projected. Additional monies may be due upon actual receipt of documents.

***** OFFICE USE ONLY *****

Request Accepted By _____

Estimated cost of copies _____

Deposit _____

Request Completed By _____

Receipt Number _____

Date Completed _____

Final Cost _____

Receipt Number _____

Reviewed by _____

Request Routed To: _____

Forward Documents to Town Clerk's Office _____ or Applicant _____ (Check One)

Staff comments _____
